

BOARDS AND COMMISSIONS APPOINTMENT POLICY
Revised 10/17/14

1. PURPOSE

This policy established comprehensive procedures to be followed by the Board of Commissioners making appointments to boards and commissions. Such a policy recognizes the significant role that these groups perform in the operation of county government. The County Clerk with direction from the County Board of Commissioners, shall be responsible for overseeing and implementing this policy.

2. RECRUITMENT OF NEW APPLICANTS

2.1 Advertising

Two months prior to the Board of Commissioners' meeting at which the appointment is scheduled to be made, the County Board of Commissioners shall direct the County Clerk to advertise with local news media and other appropriate entities, the upcoming vacancy pertaining to various Tuscola County boards and commissions. Appointments will be made at the second County Board meeting in October or first meeting in November. The Board of Commissioners has the option to specify or not specify any or all appointment criteria.

2.2 Applications

Applicants who wish to serve on a county board or commission shall be a resident of Tuscola County, unless there is an overriding statute. All interested persons who apply for a board or commission appointment shall fill out an application. This form is available at the Tuscola County Clerk's office or from any Tuscola County Commissioner. This information will be used as part of the record for the interview process as appropriate. The completed application must be returned to the County Clerk no later than seven (7) days prior to the Board of Commissioners' meeting when the appointment is to be made. All applications from persons not appointed shall be kept on file in the County Clerk's office a maximum of one (1) year and may be considered to fill vacancies.

2.3 Nominations

Notwithstanding the above provisions, Commissioners will still be able to nominate from the Board floor.

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3. APPLICANTS SEEKING REAPPOINTMENT

3.1 Notification

Those members of Tuscola County boards and commissions shall be notified by the County Clerk two (2) months prior to the Board of Commissioners' meeting at which the appointment is scheduled to be made to determine if they wish reappointment. It is the responsibility of those persons desiring reappointment to notify the Clerk or a County Commissioner before the date of election.

4. PROCESS FOR SELECTION OF APPLICANTS

4.1 Interviews

All applicants shall be included in the correspondence package prior to the Board of Commissioners' meeting when the appointment is scheduled to be made. Each Commissioner shall receive a copy of each application to review.

Applicants may be interviewed in person by the Board of Commissioners or by the Executive Committee at a scheduled meeting prior to the appointment being made. The applicants will be notified by the County Clerk as to the time and place of interview. Each interview shall not exceed ten (10) minutes in length. The Executive Committee may recommend certain applicants to the Full Board.

After interviews are completed, Commissioners shall have the opportunity to nominate prospective appointees from the floor. Only those nominated will be considered. Commissioners shall vote for their candidate of choice by hand.

If, after the first vote, no person received a majority of the votes from the Commissioners present, the candidate(s) receiving the lowest number of votes shall be eliminated. The County Clerk shall then state the names of the remaining candidates. Another hand vote shall then be taken. This procedure shall continue until one candidate receives a majority vote from the Commissioners present.

If one of the nominated candidates does not receive a majority vote from the commissioners present after elimination of those receiving

the lowest number of votes, then the above described procedure shall be repeated. A Commissioner is not required to cast a vote.
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If there is more than one seat on a Board to be filled, then the same procedure shall be followed to fill the additional seat(s). Nominations will be opened for each additional vacant seat.

5. VACANCIES OCCURRING MID-TERM

Vacancies occurring mid-term will be filled with the regular appointments. If the Board of Commissioners feels that in cases where a board or commission, because of vacancies, no longer has adequate membership to carry on the business of that board or commission, then the Board of Commissioners shall suspend this policy to provide new members for that board or commission. A person appointed to fill a vacated seat shall complete the remaining term of the vacated seat. If necessary, the Board of Commissioners will advertise the position openings and allot necessary time for applicants to apply.

6. RESTRICTIONS ON MEMBERSHIP

6.1 Limit of Number of Boards

No individual, other than County Commissioners, will be allowed to serve on more than three (3) advisory or operating committees, boards, and commissions at the same time.

6.2 Specific Eligibility Criteria

There are some boards and commissions which have specific eligibility criteria for appointments, as well as a recognition of tradition for county-wide representation, which the Board of Commissioners, must, or may, consider in making a particular appointment.

7. ATTENDANCE

All members of committees, boards, and commissions are expected to have at least a 75% attendance record, and to not miss more than three (3) meetings in a row without an acceptable excuse, made in writing to the Board Chair/Secretary. Individuals violating the rule above may be removed from the appointed membership by the Board of Commissioners.

Board Chair/Secretary from all committees, boards, and commissions are to forward to the County Clerk the name(s) of the individual(s) in violation of
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the above rule.

The County Board of Commissioners may remove an officer or agent following the procedures of MCL 46.11.

8. PAYMENT

For multi-county committees, where there is no standard per diem amount set by the committee, members (other than Commissioners) shall receive Tuscola County's standard \$25.00 per diem payment. As stated in the Board of Commissioners Per Diem Payment Policy, Commissioners shall be paid their standard per diem amount (currently \$40.00) as a member of a multi-county committee. All members may be reimbursed for mileage at the current mileage rate.